

**STATE OF MARYLAND
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



**Invitation for Bids (IFB) No. DHCD-16-5
FLOOD ZONE DETERMINATION SERVICES**

IFB Issue Date: May 12, 2016

Procurement Officer: Amanda Pinder
7800 Harkins Road, Room 260, Lanham, Maryland 20706
Phone: (301) 429-7570
E-mail: amanda.pinder@maryland.gov

Contract Monitor: Maddy Ciulu
7800 Harkins Road, Lanham, Maryland 20706
Phone: (301) 429-7799
E-mail: maddy.ciulu@maryland.gov

Bids are to be sent to: Department of Housing and Community Development
7800 Harkins Road, Room 260, Lanham, Maryland 20706
Attention: Amanda Pinder

Mark in the lower left or right-hand corner: "IFB No. DHCD-16-5; MUST BE OPENED BY ADDRESSEE ONLY."

Bids must be sealed and clearly labeled exactly as indicated to ensure that they are delivered intact and unopened.

Bid Due (Closing) Date and Time: May 26, 2016, at 2:00 P.M, Local Time

NOTICE

Prospective Bidders who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address so that any amendments to the IFB and other communications may be sent to them.

**Minority Business Enterprises and Certified Small Businesses
are encouraged to respond to this solicitation.**

General Information

Summary

The Department of Housing and Community Development (DHCD) is seeking the services of a qualified Contractor to provide flood zone determination services (Life of the Loan) for all of the 23 counties located in Maryland and for Baltimore City.

Contract Type

The Contract resulting from this solicitation shall be an indefinite quantity contract with firm fixed unit prices as defined in COMAR 21.06.03.06.A(2) (indefinite quantity) and 21.06.03.02.A(1) and (2) (fixed price and firm fixed price).

Contract Duration

The duration of the Contract shall be for five (years) from the date of execution. There are no renewal options.

Procurement Officer

The Procurement Officer is the primary point of contact in the State for purposes of this IFB prior to the award of any Contract. The name and contact information of the Procurement Officer are indicated in the title page.

The Department may change the Procurement Officer at any time by written notice.

Contract Monitor

The Contract Monitor is the State representative for this Contract who is primarily responsible for Contract administration functions after Contract award. The name and contact information of the Contract Monitor are indicated on the title page.

The Department may change the Contract Monitor at any time by written notice.

Questions

Inquiries regarding this IFB should be directed to the Procurement Officer listed on the title page.

Procurement Method

This Contract will be awarded in accordance with COMAR 21.05.07, which governs the procurement of items expected to cost \$25,000 or less.

Bid Closing Date and Time

All bids must be received at the address listed on the title page and no later than the Bid Due Date and Time indicated on the title page. **No late bids will be accepted.**

Duration of Bid

Bids submitted in response to this IFB are irrevocable for ninety (90) days following the closing date for bids. The Procurement Officer may extend this period, with the Bidder's written consent.

Multiple or Alternate Bids

Multiple and/or alternate Bids will not be accepted.

Award Basis

The Contract shall be awarded to the responsible Bidder submitting a responsive Bid with the most favorable bid price (per COMAR 21.05.07.06.D(2)). One (1) award shall be made.

Substitution of Personnel

Any substitution of personnel after the Contract has begun must be approved in writing by the Contract Monitor prior to the substitution. If the Contractor substitutes personnel without the prior written approval of the Contract Monitor, the Contract may be terminated.

Minority Business Enterprises (MBEs)

Minority Business Enterprises (MBEs) are encouraged to respond to this solicitation. MBE vendors are encouraged to obtain MBE certification from the Maryland Department of Transportation, Office of Minority Business Enterprise. Direct all certification-related questions to:

Office of Minority Business Enterprise
Maryland Department of Transportation
P.O. Box 8755
BWI Airport, Maryland 21240-0755
(410) 859-7328
<http://www.mdot.maryland.gov>

Small Businesses

Although this is not a Small Business Reserve procurement, small businesses are encouraged to respond to this solicitation and to register with the Maryland Department of General Services for the Maryland Small Business Reserve Program through a self-certification process at <https://www.smallbusinessreserve.maryland.gov/registration/>.

A "Small Business" is a business, other than a broker, that meets the following criteria:

- The business is independently owned and operated;
- The business is not a subsidiary of another business;
- The business is not dominant in its field of operation;
- The wholesale operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$4,000,000 in its most recently completed 3 fiscal years;

- The retail operations of the business did not employ more than 25 persons, and the gross sales of the business did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years;
- The manufacturing operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
- The service operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$10,000,000 in its most recently completed 3 fiscal years;
- The construction operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years; and
- The architectural and engineering operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years.

If a business has not existed for three years, the gross sales average is computed for the period of the business's existence. For newly formed businesses the determination will be based upon employment levels and projected gross sales.

Verification of Registration and Tax Payment

Before a business entity can do business in the State it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://sdatcert3.resiusa.org/ucc-charter/>. It is strongly recommended that any potential Bidder complete registration prior to the due date for receipt of Bids. A Bidder's failure to complete registration with SDAT may disqualify an otherwise successful Bidder from final consideration and recommendation for Contract award.

Mandatory Contractual Terms

By submitting a Bid in response to this IFB, a Bidder, if selected for award, shall be deemed to have accepted all terms and conditions of this IFB *and* the State's mandatory terms and conditions under COMAR 21.07.01: http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=21.07.01.*. Any exceptions to this IFB must be raised prior to Bid submission. Changes to the solicitation, including the Bid Form, made by the Bidder may result in Bid rejection.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

MINIMUM QUALIFICATIONS

The following qualifications must be met to be considered for contract award:

The Contractor shall be FEMA (Federal Emergency Management Agency) qualified and have the necessary means to provide flood zone determination services (**Life of the Loan**) for all of the 23 counties located in Maryland and for Baltimore City. The requested flood zone determination services to be provided by the Contractor must include the following relevant confirmations:

1. The National Flood Insurance Program (NFIP) Community Jurisdiction,
2. The National Flood Insurance Program (NFIP) data affecting the subject property,
3. The Federal Flood Insurance availability,
4. A Determination from the Contractor if the subject home is located or not in Special Flood areas

NOTE (the property may be partially within a Special Flood Hazard Area, the structure may or may not be affected etc.).

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

SCOPE OF SERVICES

Background

DHCD provides financing to individuals, incorporated firms, not-for-profit organizations, limited partnerships, general partnerships and limited liability corporations. In the course of its business, DHCD also provides financing to individuals or not-for-profit organizations to make essential repairs to properties. As a lender, DHCD is required to obtain a Flood Certificate confirming that the DHCD financed property is not located in a Special Flood Hazard Area, **for the life of the loan.**

The Contractor will provide instant electronic Flood Certificates upon receiving online requests from DHCD.

Flood Zone Determination Services

The Contractor shall provide flood zone determination services (**Life of the Loan**) for all of the 23 counties located in Maryland and for Baltimore City. The requested flood certification to be provided by the Contractor consist of confirmation of:

1. The National Flood Insurance Program (NFIP) Community Jurisdiction,
2. The National Flood Insurance Program (NFIP) data affecting the subject property,
3. The Federal Flood Insurance availability,
4. A Determination from the Contractor if the subject home is located or not in Special Flood

NOTE (the property may be partially within a Special Flood Hazard Area, the structure may or may not be affected etc.).

Reporting:

1. The Contractor shall submit a monthly invoice itemizing each Flood Certificate provided to the Department during the previous 30 days. The invoice is to include the name of the DHCD requestor, Jamie Darr or Designee.
2. The Contractor shall provide to the Contract Administrator, Viorela Ciulu a quarterly report that identifies the cumulative number of flood certificates performed for the Department since the start of the contract.

BID FORMAT

Required Bid Submissions. Submit two (2) copies of each of the following documents with original signatures *in a sealed envelope* to the Procurement Officer by the bid due date and time and to the address listed on the title page. Failure to include all required submissions may result in a bid being deemed non-responsive.

A. Transmittal Letter. A Transmittal Letter shall accompany the Bid and include the following:

1. Name and address of the Bidder;
2. Name, title, e-mail address, and telephone number of primary contact for the Bidder;
3. Solicitation Title and Solicitation Number that the Bid is in response to;
4. Signature, typed name, and title of an individual authorized to commit the Bidder to its Bid;
5. Federal Employer Identification Number (FEIN) of the Bidder, or if a single individual, that individual's Social Security Number (SSN);
6. Bidder's eMM number;
7. Bidder's MBE certification number (if applicable);
8. Acceptance of all State IFB and Contract terms and conditions; and
9. Confirmation that a valid Certificate of Insurance, with the required coverage listed on page 7, will be furnished upon notice of recommendation for award.

B. Required documentation of Minimum Qualifications

1. Documentation from FEMA (Federal Emergency Management Agency) showing approved as a qualified vendor to provide flood zone determination services for the state of Maryland.

C. Completed Bid Form (**Attachment A**)

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

IFB No. DHCD-16-5

**Attachment A
PRICE BID FORM**

Using the Price Bid Form, the Bidder shall indicate a price per Flood Certificate and complete remainder of Price Bid Form.

The number of determinations reflected below is an estimate and not a guarantee of work to be requested by the Department of Housing and Community Development.

Life of Loan Flood Certificate as described in Scope of Services	Estimated number of determinations to be requested per year	Total Price
\$	120	\$

Submitted By:

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

Bidder Name: _____

Bidder Address: _____

FEIN: _____ eMM #: _____

MDE Contractor Accreditation Number: _____

Small Business Certification Number, if applicable: _____

Bidder Contact Information: Telephone: (____) ____ – _____ Fax: (____) ____ – _____

E-mail: _____